

**PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, March 9, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Mary Scray, Chair; Bernie Erickson, Patrick Evans, Tom Lund, Andy Nicholson, Guy Zima
Excused: John VanderLeest
Also Present: County Executive Tom Hinz, Jayme Sellen, Debbie Klarkowski, Don VanderKelen, Fred Mohr, Sara Perrizo, Lynn VandenLangenberg, Jim Nickel, Cathy Williquette, Jim Wallen, Chuck Lamine, Jeff DeMuz, Corporation Counsel John Luetscher, Supervisors, Kaster & Knier, Other Interested Parties

- i. **Call Meeting to Order:**
The meeting was called to order by Chair Mary Scray at 5:35 p.m.
- ii. **Approve/Modify Agenda:**
Request to move 6a forward

Motion made by Supervisor Lund and seconded by Supervisor Erickson to approve as amended. MOTION APPROVED UNANIMOUSLY
- iii. **Approve/Modify Minutes of February 9, 2009:**

Motion made by Supervisor Lund and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY

Comments from the Public/Such Other Matters as Authorized by Law: None

Communications:

- 1. **Communication from Supervisor Erickson re: In the spirit of the stimulus package, Erickson recommends that Brown County purchase all goods and services from local companies and vendors within Brown County, whenever possible:**

Motion made by Supervisor Lund and seconded by Supervisor Evans to hold until the April meeting. MOTION APPROVED UNANIMOUSLY

(Supervisor Nicholson/Zima arrived 5:40 and 5:41 p.m. respectively)

Legal Bills:

2. Review Legal Bills to Pay:

Invoices from the law firms of Davis/Kuelthau, Michael Best, Gary Wickert, and Fred Mohr were reviewed.

There was a lengthy discussion of the invoices from the firm of Davis/Kuelthau, specifically Attorney James Kalny. A charge of \$43 from an unidentified County Board Supervisor was pointed out. Supervisor Zima reiterated the fact that Board supervisors are to use Fred Mohr and not outside counsel.

After further discussion, Corporation Counsel John Luetscher explained that many of the Attorney Kalny (Davis/Kuelthau) bills are related to matters that are winding down, and that those of Best, Wickert, and Mohr appear appropriate.

Discussion resulted in a request that Corporation Counsel meet with Attorney Fred Mohr to develop a plan to distance the County from the Davis/Kuelthau firm in the future, and that a letter be drafted by the Internal Auditor to all attorneys that any further billings be more descriptive and itemized. Supervisor Nicholson requested that the Board Member involved in charges to Attorney Kalny be identified and that all Board members be informed they are to use Fred Mohr for any legal counsel related to Board matters.

Motion made by Supervisor Lund and seconded by Supervisor Nicholson that no supervisors shall have access to outside legal counsel at Brown County expense without having approval of the County Board.

Supervisor Evans expressed concern that this motion took away power from Board Supervisors in the event one of them would be sued. Attorney Mohr, however, explained that if a Board Supervisor is sued within the scope of his duties his legal bills would be covered by the County.

MOTION WITHDRAWN

Chair Scray requested that Board Chairman Zima send a memorandum to all Board members reiterating the process for using legal counsel.

Motion made by Supervisor Erickson and seconded by Supervisor Lund to approve legal bills except for those of Davis & Kuelthau which will be further reviewed by Corporation Counsel, that the firm be asked for an itemized detail of charges; that the Internal Auditor send a letter to all attorneys requesting a more descriptive/detailed itemization of charges; and that the Board Supervisor who contacted Attorney Kalny be identified.

MOTION APPROVED UNANIMOUSLY

Reports:

3. Internal Auditor Report:

a. Update on Golf Course Audit:

Sara Perrizo reported that she has finished her audit on the Safari Steak House at the Brown County Golf Course. She has discussed her

concerns with Superintendent Scott Anthes and the County Executive, who plan to meet with management of the restaurant on Wednesday, March 11th to discuss the recommendations of the audit. Perrizo explained that she found 50 to 75% of sales slips voided, and that at the end of 2008, they owed the County \$13,000, which has now increased to \$20,000.

She will be meeting with the Golf Pro on Wednesday to look at his portion of the operation. It was suggested by Supervisor Lund and the committee that the lease be reviewed.

Motion made by Supervisor Nicholson and seconded by Supervisor Evans to receive and place on file.

MOTION APPROVED UNANIMOUSLY

b. **Input from Committee Chairs on Audit Work Plan:**

Ms. Perrizo stated that she has been involved in training with Jerry Bannon, NWTC Program Improvement Coordinator on organization effectiveness since last month's presentation. She indicated that one of the points that was stressed is to do what the customer wants, in her case the Brown County Board. Perrizo asked if it is felt she is doing that and the consensus was that she is.

Motion made by Supervisor Nicholson and seconded by Supervisor Evans to receive and place on file.

MOTION APPROVED UNANIMOUSLY

c. **Other:**

Ms. Perrizo reported she has been reviewing the budget book with Andrea Konrath because of the new ERP system which will be coming on line. She asked that any Board member contact her if they have suggestions to change the budget book.

Kerry Blaney is giving a demo on investment software tomorrow, which was a recommendation that she made.

Lisa Anderson has been hired as a new secretary in the County Board office.

Motion made by Supervisor Nicholson and seconded by Supervisor Evans to receive and place on file.

MOTION APPROVED UNANIMOUSLY

(Move to 6a on the agenda)

4. **County Executive Report:**

a. **Legislative Agenda:**

Assistant to the County Executive, Jayme Sellen, explained that she has been reviewing provisions of Governor Doyle's 2009-2011 budget. She

distributed a handout of the items she has reviewed to this point (attached). A public hearing will be held at Lawrence University in Appleton on April 1st. She will continue to give updates as the process continues.

At the February meeting of this committee Ms. Sellen summarized items before the legislature which she will be lobbying. One of the areas was a change in fees in the Land Information Office. Presently, the Land is funded through a recording fee collected by the Register of Deeds. This fee is currently \$11 for the first page and \$2 for each additional page. In July of 2008, the Brown County Board approved a resolution supporting the creation of a flat fee for the recording of real estate documents at \$25.

Discussion by this committee at the February meeting resulted in a request to refer back as several supervisors felt the flat fee may not be justified as it may show prejudice against the small user.

Cathy Williquette (Register of Deeds), Jim Wallen and Jeff DuMez (Land Information Office), and Chuck Lamine (County Planning) were present to discuss this issue.

Jeff DuMez, Land Information Office Coordinator, distributed information (attached) explaining the services provided by the LIO office. (Please see handout for details.) He pointed out that the Wisconsin Land Information Program is funded through document recording fees. The statutory land records fee has not increased since 1990. The flat fee proposal would modestly raise the revenues which in turn allow the department to further develop efficiencies, support basic county functions, and enable better public access to information. It also simplifies the process of filing real estate documents as the present per page fee can lead to costly delays. DuMez stated that discussions with members of the Realtor Association, Wisconsin Counties Association and other groups have generated support for the flat fee proposal.

Other talking points noted by Cathy Williquette include that the existing "per page" fee is complex, that the fiscal impact on the public is reasonable, that only those that use the service pay the fee, that Wisconsin has not raised this fee since 1990, and that the \$25 flat fee is on par with neighboring states.

Further discussion by the committee resulted in an understanding and a directive was given to Ms. Sellen to lobby for this legislation.

Motion made by Supervisor Nicholson and seconded by Supervisor Erickson to direct Jayme Sellen to lobby for legislation to change the Register of Deeds/Land Information Office recording fee from a per page fee to a flat fee. MOTION APPROVED UNANIMOUSLY

**Motion made by Supervisor Nicholson and seconded by Supervisor Evans to receive and place on file.
MOTION APPROVED UNANIMOUSLY**

5. Labor Negotiator Report:

Mr. VanderKelen requested that a closed session be held at the next meeting of this committee in order to establish guidelines for negotiations with upcoming contract negotiations. He noted it will be necessary to be flexible.

Whether it should be held before the full Board resulted in Attorney Mohr pointing that statute states that the Executive Committee will make recommendations to the full Board. It was suggested that all Board Supervisors be informed so that they can attend if they wish.

Motion made by Supervisor Evans and seconded by Supervisor Nicholson to schedule a Labor Negotiator Closed Session at the April meeting of this committee and to send a letter to Board Supervisors informing them of such. MOTION APPROVED UNANIMOUSLY

6. Board Attorney:

a. Uniform Allowance Policy:

Sara Perrizo distributed a draft of options for a Brown County uniform/clothing allowance policy (see attachment for details). Attorney Fred Mohr stated that although there are several departments with a clothing allowance, the Sheriff's Department is the largest. One of the alternatives suggested was to pay employees the clothing allowance in full and issue a 1099. His recommendation at this time is to maintain the status quo:

- No formal policy for administration of clothing allowances;
- In some departments, purchases are reimbursed and taxed at the direction of the department head;
- In some departments, the clothing allowance is a line item in the department budget and purchases are processed through the Accounts Payable process;
- In some departments, employees receive a check twice per year and the full amount is income taxed;
- Some departments have a blanked order established with a selected vendor and the employees may purchase uniform items from that vendor only.

Ms. Perrizo pointed out there have been issues across the board in every department. Her suggestion is that the policy be consistent overall. In addition to the Sheriff's Department, uniform allowances are used by 10 other County departments.

Attorney Mohr explained it is difficult to have a consistent policy as it is an issue with labor contracts. Labor Negotiator Don VanderKelen explained that as contracts are re-opened, the issue of a uniform policy will be re-

negotiated. Attorney Mohr agreed to draft a memorandum defining the parameters after further discussion with the Internal Auditor.

Motion made by Supervisor Zima and seconded by Supervisor Lund to refer to Board Attorney Fred Mohr with a request to discuss recommendations with Internal Auditor and report back.
MOTION APPROVED UNANIMOUSLY

(Back to 4a on the agenda)

b. Review and possible action on contracts with Board Attorney Fred Mohr:

Supervisor Zima recommended that a long term open ended contract be established with Attorney Fred Mohr in his capacity as legal counsel to the Board of Supervisors. The present contract includes a 60 day escape clause for either party. Consensus of the committee was to approve.

Motion made by Supervisor Lund and seconded by Supervisor Evans to approve an open ended long term contract with Board Attorney Fred Mohr. MOTION APPROVED UNANIMOUSLY

c. Resolution re: Waiver of Fees for the usage of Facilities and Property Owned or maintained by Brown County. (Referred from February County Board):

This resolution establishes a policy regarding waiver of fees for usage of facilities and property and includes criteria for hardship and/or in-kind services. An amendment related to "cancellation policies" has been added.

Motion made by Supervisor Evans and seconded by Supervisor Lund to approve the resolution as amended.
MOTION APPROVED UNANIMOUSLY

Other:

7. Dept of Administration – Vehicle Policy Update (Referred from February County Board):

Supervisor Dave Kaster again addressed the committee relative to a policy for use of County vehicles. A draft was submitted by Lynn VandenHeuvel. Review of the draft resulted in the following changes:

- c) Commuting in county vehicles is prohibited unless specific approval has been granted. Approval must be granted *by the Department Head, County Executive, or oversight standing committee and County Board* for assignment of a vehicle to an employee for commuting to and/or from his or her residence and the assigned work site. The Department . . .

Deleted from this paragraph was "by both the Department Head and County Executive", and the addition of "oversight standing committee and the County Board".

Procedure – Rules for Eligible Drivers:

3. Drivers are required to follow all rules and regulations for safe driving as defined by the State of Wisconsin. – Delete *"use of seatbelts by the driver and all passengers is required. Use of a cellular phone while driving is strongly discouraged?"*

Discussion by the committee resulted in the consensus that use of seatbelts and cell phones is already defined by the State and not necessary to repeat in this document.

Motion made by Supervisor Lund and seconded by Supervisor Nicholson to adopt the Vehicle Policy as amended.

MOTION APPROVED UNANIMOUSLY

8. **Discussion among Committee Chairs with possible action on Department Head attendance at County Board meetings:**

This issue has come forward as there has not been consistent attendance by Department Heads at County Board meetings. Many of them have stated they attend if they have something on the agenda, however, discussion by this committee resulted in the consensus that all Department Heads or their "administrative designee" shall attend all County Board meetings unless otherwise excused by the County Executive.

Motion made by Supervisor Lund and seconded by Supervisor Nicholson that all Department Heads, or their Administrative Designee, shall attend all County Board meetings unless they are excused by the County Executive

MOTION APPROVED UNANIMOUSLY

Resolutions/Ordinances:

9. **Initial Resolutions authorizing the Issuance of not to exceed \$12,910,000 Corporate Purpose General Obligation Bonds of Brown County, Wisconsin in one or more series at one or more times. (Referred from Administration, Education & Recreation, Planning, Development & Transportation, and Public Safety Committees):**

Lynn VandenLangenberg explained that this resolution relates to the issuance of corporate purpose general obligation bonds originally in the amount of \$12,910,000. A deduction was made by the Planning, Development, & Transportation Committee relative to Highway Department a project. A request was made to approve the amended resolution in the amount of \$12,260,000.

When asked about the construction of the Mayan Food Court at the NEW Zoo, Ms. VandenLangenberg confirmed that this project will be paid outside of the levy.

Motion made by Supervisor Lund and seconded by Supervisor Nicholson to approve the resolution as amended in the amount of \$12,260,000.

MOTION APPROVED UNANIMOUSLY

10. **Resolution re: Change in Table of Organization Aging & Disability Resource Center (Increase Home Bound Meal Worker Rate). (Referred from Human Services Committee):**

This resolution is to increase the Aging & Disability Resource Center Table of Organization by two Home Bound Meal Workers at 1,040 hours, each at an hourly rate of \$8.40.

Motion made by Supervisor Evans and seconded by Supervisor Nicholson to approve. MOTION APPROVED UNANIMOUSLY

11. **Resolution re: Emergency Management Department Change in Table of Organization. (Referred from Public Safety Committee):**

This resolution requests a change in the Table of Organization to include the elimination of a .5 FTE Office Manager I position, and the addition of a 1.0 FTE Emergency Management Coordinator position. The position will be placed in Grade 12 of the Administrative Class & Comp Plan and will be 50% grant funded.

Motion made by Supervisor Nicholson and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY

12. **Resolution re: Change in Sheriff's Department Table of Organization – Add one Officer Position for Village of Suamico. (Referred from Public Safety Committee):**

This resolution requests a change in the Sheriff's Department Table of Organization for the addition of an Officer position for the Village of Suamico. Suamico has allocated \$56,600 for the purpose of hiring such officer who will be dedicated specifically to law enforcement services in that Village.

Motion made by Supervisor Nicholson and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY

- 13 **Closed Session: For the purpose of deliberating whenever competitive or bargaining reasons require a closed session pursuant to 19.85 (1) (e). In the alternative, the Executive Committee is meeting for the purpose of collective bargaining and is not subject to the Wisconsin open meetings law pursuant to 19.82 (1) of the Wisconsin State Statutes, and also for the purpose of conferring with legal counsel for Brown County as to legal advice concerning strategy as to litigation pending pursuant to Sec 19.85 (1) (g) of the Wisconsin State Statutes: None.**

14. **Such other matters as authorized by law:**

April Agenda:

- **Communication from Supervisor Erickson re: In the spirit of the stimulus package, Erickson recommends that Brown County purchase all goods and services from local companies and vendors within Brown County, whenever possible**
- **Closed Session – Labor Negotiator**

Motion made by Supervisor Nicholson and seconded by Supervisor Erickson to adjourn at 8:25 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

EXECUTIVE

Brown County



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JAYME SELLEN

LEGISLATIVE ASSISTANT

Provisions of Governor Doyle's 2009 - 2011 Budget**SHARED REVENUE:**

- 1 percent reduction in Shared Revenue statewide resulting in a loss of \$62,505 or 1.64 percent for Brown County.
- Shared Revenue is backfilled with excess funds from the wireless 911 fund.
- Fund \$50 million of county and municipal aids with federal stimulus funds in FY 10 and restore \$50 million in GPR in FY 11.
- Public utility payments to counties will increase to \$125 times the county population from the current \$100.

INCOME TAXATION:

- Create a 5th tax bracket with a rate of 7.75 percent for those who earned over \$300,000 and file jointly and \$150,000 who file separately.
- Install Streamlined Sales Tax which requires tax collection on all catalog and online purchase as well as digital downloads.

OTHER TAXATION:

- Create a graduated 3 percent assessment on the profits of oil companies that sell motor fuel in Wisconsin.
- Prohibit oil companies from passing on the assessment to the consumer.
- Increase the cigarette tax from \$1.77 to \$2.52 a pack and \$1.31 to \$1.87 per ounce for moist snuff.
- Decrease the capital gains exclusion from 60 percent to 40 percent to increase tax revenue by \$85.1 million by FY 10 and \$95.5 million in FY 11.

CHILD SUPPORT:

- Provide \$300,000 each year to county child support agencies as incentive to identify children who are receiving medical assistance benefits and who have health insurance coverage or access to health insurance coverage.
- Reduce child support funding by \$5.5 million GPR to reflect an increase of \$15 million from federal stimulus funds.

BASE COUNTY ALLOCATION:

- Reduce the base county allocation under the Department of Human Services by 1 percent or \$4.1 million over two years.

(4P)

- Reduce the base county allocation under the Department of Children and Families by 14 percent in CY 10 and 16 percent in CY 11 for a total reduction of \$20.6 million over two years.

RECYCLING GRANTS:

- Eliminate grants for local recycling programs including Clean Sweep, Recycling Efficiency Incentive Grant and Recycling Demonstration grants.

SOLID WASTE:

- Increase the environmental repair fee \$3.40 per ton.
- Increase the recycling tipping fee \$1 per ton.

JUVENILE CORRECTIONAL SYSTEM:

- Increase the daily cost assessment from \$268 to \$270 in '09 and \$275 in '10.

MENTAL HEALTH INSTITUTES:

- Require counties to contribute for the non-federal share of costs for children and elderly patients at Mendota and Winnebago Mental Health Institutes, to encourage counties to serve children and elders in the community.
- Increase GPR funding by \$1 million in FY 10 and \$3 million in FY 11 for community support programs, crisis intervention and comprehensive community services to provide additional resources to avoid institutionalization for people with mental illness.

LONG-TERM CARE:

- Increase the bed assessment from \$75 to \$150 in '10 and \$170 in '11.

PROPERTY TAXATION:

- Require counties to distribute the first dollar credit.
- Create county-wide property tax assessment system.
- Extend the levy limits another two years but increase the limit to the greater of 3 percent or net new construction based on the previous year's allowable levy.

DRIVERS AND MOTOR VEHICLES:

- Make the seatbelt law primary instead of secondary enforcement.
- Increase the fine for seatbelt violations from \$10 to \$25.
- Use photo radar speed detection in highway work zones and on traffic lights.
- Remove the requirement to have a front license plate on a vehicle.
- Eliminate the year of expiration decal for license plates.

HEALTH:

- Institute a smoking ban in all workplaces, including restaurants and bars.
- Ban smoking outside within less than "a reasonable distance" from an entrance to a building, specifically sports arenas and bus shelters.

OTHER STATE GOVERNMENT:

- Create a database for domestic partnerships.
- Require all domestic partnerships and terminations of domestic partnerships to file documents with the county clerk's office and the register of deeds.

FAMILY CARE:

- Continue the expansion of Family Care but reduce the waiting list over 3 years instead of the current 2 years.

FOSTER CARE:

- Increase foster care rates by 5 percent in CY 10 and another 5 percent in CY 11.
- Increase the one-time clothing allowance to \$300.
- Increase the birth certificate fee by \$2 to provide a statewide public information campaign.

TRANSIT AID:

- Increase funding for County Elderly and Disabled Transportation Assistance programs by 2 percent in CY 10 and 3 percent in CY 11.

LAND INFORMATION OFFICE (GIS)



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LAND INFORMATION OFFICE COORDINATOR

March 9, 2009

Brown County Executive Committee

I was recently told there were some questions about the Land Information Office (LIO) and its activities particularly given the downturn in real estate. I would like to summarize how my office benefits the public and I would also like to address the real estate document recording "Flat Fee" proposal which was also questioned in a recent meeting.

The LIO provides a number of services that have proven valuable to the citizens of Brown County. One major program area is the administration of the County's Geographic Information Systems (GIS). Through GIS, the LIO provides information and tools that greatly increases efficiency and improves public service. The LIO provides a groundswell of information to a host of users including Public Safety, Emergency Management, Planning and Land Services, Land Conservation, Register of Deeds, District Attorney, Highway, Airport, Clerk, Treasurer, Facilities & Parks, other units of government, many private businesses, and the public. See attachment for a detailed summary.

The fundamental purpose of the Land Information Program involves:

- **Increasing Efficiency:** Many common day-to-day tasks that previously consumed hours, days or even weeks of County staff time can now be done in minutes using GIS methods.
- **Avoiding Cost:** Efficiency gains offered by GIS allow existing staff to administer programs at less cost, and to even take on more duties without adding new staff. Three full-time positions in the Planning and Land Conservation Departments have been eliminated over the last few years largely because GIS enabled staff to operate more efficiently.
- **Meeting new requirements and expectations:** Many modern-day functions can be carried out only with the aid of GIS. One example is locating 911 callers who use a cell phone: Public Safety's Computer Aided Dispatch software utilizes the County's GIS database because GIS is uniquely qualified to place GPS map coordinates of the caller in context with police, fire and EMS jurisdictions and to quickly enable response recommendations to be made. Emergency responders have increasingly relied on GIS to quickly find locations within the county and view nearby streets, addresses, hazardous substances, schools, population data, and more.
- **Eliminating duplication of effort:** Using GIS, the LIO combines land records and maps into a single, integrated, central database. Every day, hundreds of users connect to this central GIS database to gather current information. The GIS serves the needs of many people without making duplicate copies of maps and records across multiple departments. This is a vast improvement over the unwieldy, paper-copy intensive, departmentalized system of the past.
- **Helping to make better decisions:** More accurate information, faster and more flexible analysis capabilities helps improve the decision-making process and overall organizational effectiveness. Staff can rapidly integrate combinations of maps and data. GIS tools allow for massive amounts of data to be quickly turned into information that

can be analyzed and effectively communicated to people in the form of easy-to-use maps, charts, reports and graphics.

The Land Information Program was created in 1989 to transform land information from a 150-year-old, non-integrated, paper-based institution into a digital world reflective of and in step with the Information Age. Under state statute, every County in Wisconsin has established a Land Information Office to carry out these efficiency goals.

The Wisconsin Land Information Program is funded through document recording fees collected in the Register of Deeds office. The statutory land records fee has not increased since 1990, with the exception of a \$1 "Public Access" fee increase in 2001 that was backed by the Realtors Association to enable County LIOs to provide more land information on the Internet for use in the private sector. Brown County has utilized those revenues to create the online Property Search and internet mapping web sites which are the County's most heavily-used internet sites with over 500 visitors per day.

The flat fee proposal would modestly raise the revenues which in turn allow us to further develop efficiencies, support more basic county functions, and enable even better public access to information. The proposal also simplifies the process of filing real estate documents. The current "per page" fee can lead to costly delays if there are page miscounts; in fact many people from the Real Estate industry have been pushing for a more simple, less error-prone flat fee for some time. Initial discussions with members from the Realtors Association and other groups have generated support for the flat fee proposal.

The role and expectations of the LIO has increased considerably in recent years. At the same time, the program has been reducing staff. In the last few years, the County's GIS & mapping positions have decreased by 3 full-time positions even while the workload and expectations have continued to grow.

To make up for the loss in staff, many existing employees have been trained in the use of GIS. For example, I recently trained existing Property Listing staff to maintain the parcel base map inside of the GIS. Property Listing's work on the parcel map and tax roll is a foundation to the entire GIS system and so it was justifiable when, several years ago, 2.5 positions in the Property Listing office were taken off levy and funded instead using Land Information fee revenues. Funding these positions off of the levy has helped keep the Brown County tax levy down but it has also challenged the Land Information Program account.

I ask that you consider carefully the basic services that the Land Information Program provides the citizens of Brown County. Please recognize that we are all about efficiency and providing basic government service at as low-cost as possible.

If you have any questions please feel free to give me a call and stop in my office and I will gladly show you some of the exciting benefits offer to the public and explain our program in more detail.

Sincerely,

Jeff DuMez
Brown County LIO/GIS Coordinator

Attachments

Attachment 1a:

Land Information services provided to internal departments

Land Information Office / GIS	Public Safety & Communications	Provide E-911 Computer Aided Dispatch Support: The LIO maintains addresses, streets, response agency GIS data layers and sends these to 911 monthly ("Geo" refreshes). Also support Advanced Tactical Mapping and incident "pin" mapping. See Attachment 3
	Sheriff	Provide GIS mapping to Officers to help them find and study locations "Maps4Cops" GIS displays on laptops in Squad Cars. Measure accident scene locations. Familiarize "lay of land" during emergency calls, tactical situations. See Attachment 4
	Emergency Management	Provide GIS tools, support, and data layers for emergency operations and analysis hazardous storage sites, critical infrastructure, emergency shelters, evacuation routes, Emergency Operation Center support, vulnerability zones, Grid map books.
	Highway	Provide support for road projects. GIS layers like elevation mapping and aerial photography helps with planning, preliminary road engineering, cut & fill analysis, stormwater management, permit location, and many other aspects of highway maintenance
	Planning	Provide GIS tools to reduce staff time in research, communicate effectively, perform "what ifs". Planning staff utilizes GIS frequently throughout the day to look up information on properties such as land ownership, land use, environmental data, transportation information
	Property Listing	The Property Listing office provides the foundational base for the GIS and the LIO works very closely with them. The LIO provides GIS training, tools and database administration for parcel mapping and integrates assessment, land ownership, and tax data with the mapping.
	Zoning	Provide GIS data layers to support statutory program administration Sanitary, Nonmetallic Mining, Floodplain Ordinance Administration necessitates constant use of GIS to gather information on any particular property. GIS helps save a lot of staff
	Register of Deeds	Provide GIS training and tools including several GIS terminals in the Register of Deeds office to help staff with tract indexing, property lookup, customer assistance and other ROD functions.
	District Attorney	Provide maps for court displays. The LIO routinely produces large custom maps for the district attorney and other lawyers to help analyze crime scenes and assist juries with visualizing them.
	Land Conservation	Provide GIS tools and maintain data layers. The LIO assists with Agricultural field "Best Management Practices" permits, manure storage and spreading maps, water flow modeling, invasive species mapping, and geologic mapping
	Clerk	Provided Polling Place - Address lookup site, and also maintains maps for Supervisory Districts and Voting Wards. Provide Reapportionment services and ad hoc requests.
	Treasurer	Provide GIS terminals and tools for Treasurer staff. Facilitate the Property Search web site. Produce the County Plat Book. Link tax records to parcel mapping. Assist with district mapping
	Health Dept	Provide GIS web site to enable efficient lookup of addresses & businesses in conjunction with inspection zones.
	Facilities & Parks	Create and maintain park maps, trail maps. Assist with park plans and facility inventory.
	Airport	Create & maintain airport zoning GIS layer. Assist with locating and reporting map coordinates and elevations for the FAA.
	Port	Create and maintain port facility maps. Assist with bathymetric (water depth) maps, dredge estimation for the Fox River and Bay of Green Bay shipping channel.
	Administration	The LIO provides ad hoc maps and analysis to support various tasks and projects as requested by the county's Executive, Administration, Information Services, and other administrators.

Continued on the next page: LIO services provided to external customers
(business, citizens and other units of government)

Attachment 1b:

Land Information Office services provided to external customers

Land Information Office / GIS	Citizens	The LIO serves many requests for land information maps and analysis. Most people (about 500 per day) help themselves to land information using the County's internet sites but many special requests for maps and services also come in via phone calls, emails and walk-ins
	Engineers	The LIO regularly provides engineers with GIS datasets for use in their own CAD and GIS systems to perform preliminary engineering, stormwater management planning, infrastructure planning & design. Elevation data, air photos, and flood hazard areas, wetlands, soils and other datasets are sold frequently
	Surveyors	The LIO frequently provides Surveyors with data including parcel map datasets, elevation / topography data, floodplain information, ESAs and Transportation.
	Realtors	Realtors regularly use the LIO web site to search property information online, print parcel maps showing lot dimensions and linked to tax assessment, ownership, school district, aerial photos and more.
	Home Builders	The LIO provides online access to property information, which home builders utilize for site design and to market properties
	Architects	The LIO provides data which architects use to plan and model buildings. Aerial photo maps and property information is frequently used for site considerations and design.
	Banks	Banks rely on the County's Land Information for assessment data, tax information, ownership information, lot dimensions and more. Banks frequently access land information online, while many also purchase our land records databases for advanced analysis
	Appraisers	Appraisers use the GIS data produced by the LIO to help with property research. They often cross reference real estate information housed in the Register of Deeds with GIS mapping for their analysis
	GIS providers	Google, Microsoft, TeleAtlas, American Core Logic, WireData and many others link to and/or purchase the County's GIS datasets as a commodity and/or to supplement or verify their own mapping & navigation products.
	Energy Companies	Wind energy and transmission line companies utilize the GIS data, maps and analytical tools for prospecting to find the most suitable sites to locate their infrastructure and transmit power.
	Utilities	In addition to electric and gas utilities, water and sewer utilities utilize the Land Information Office to gather land use and elevation data to help with flow modeling, preliminary engineering, and inventories.
	Municipalities	Cities, Towns and Villages are frequent customers. The LIO shares datasets and in some cases provides live connections into the County's GIS database, which gives municipalities access to our data so they can gain the same efficiencies outlined in earlier pages of this document. Assessors, economic development coordinators, zoning administrators, and others frequently utilize services provided by the LIO.
	State	Wisconsin DOT, DNR, DATCP, and other state agencies are in close contact with the LIO. GIS datasets and land-related services are frequently shared. State universities are also regular customers and collaborators with the LIO.
	Federal	The LIO provides and collaborates with the U.S. Census bureau, EPA, USGS, Homeland Security, FEMA, USDA, Post Office and other federal agencies on a variety of projects including boundaries and districts, addressing, land ownership and more.

How do external customers access and acquire Land Information?

- Over 500 people per day visit the Property Search and Internet Mapping Web Sites to search and view various types of land records and maps
- The LIO also offers an internet download subscription service, where the more technical customers can download GIS datasets for use in their own GIS/CAD systems for advanced design and analysis
- Some external customers such as the larger municipalities directly access the County's GIS database via computer networking facilitated by the Information Services department.
- Visitors to our office can use GIS terminals and many do purchase printed copies or CDs

Attachment 2:
Brown County "GIS" (Geographic Information System)

Some of the most frequently-used GIS datasets:

- Air Photos
- Addresses
- Facilities
- Fire Districts
- Police Districts & beats
- Industrial Parks
- Municipal Boundaries
- Roads & Streets
- Transit layers (bus stops, transit routes)
- Railroads
- Trails
- Mile Markers
- Port Facilities
- Sanitary Districts
- School Districts
- Polling Places
- Supervisory Districts
- Voting Wards
- Tribal Areas
- ZIP code areas
- Sewer Service Areas
- Bathymetry (water depths)
- Tax Parcels & Plats
- Public Land Survey System
- Plat Book Layers
- Census Data
- Critical Infrastructure
- Hazardous Material Storage Sites
- Flood Hazard Areas
- Geologic Features
- Animal Waste Permit Sites
- Environmentally Sensitive Areas
- Agricultural Fields & buffers
- Mining Sites
- Zoning
- Waterways
- Watersheds
- Stormwater Management layers
- Terrain
- Elevation Contours
- Land Use (historic, current & future)
- Wells
- Drainage
- Soils
- Wetlands
- Park Facilities
- Trails
- 911 grid
- Care Facilities (child & elderly)
- Schools, Churches & other institutions
- Shelters
- Outdoor Warning Sirens
- Historic Sites
- Endangered Species

What is the Geographic Information System?

- An integrated map database that serves multiple purposes
 - Maps, database records, air photos, images, and many other types of data
- A tool that greatly reduces duplication of effort, enables acquisition of better information, faster
- A system that is accessible to internal & external customers 24/7 via dozens of computer terminals throughout the County as well as through the Internet
- The County's GIS database has grown to over 200 map layers
 - Over 200 Gigabytes of integrated map data
 - 8 million records total

Attachment 3:
LIO Services provided to the Public Safety & Communications Department
GIS in E-911 dispatch

Computer Aided Dispatch Support

- Monthly "Geo File" (GIS data layers) provided to support Computer Aided Dispatch
- Computer Aided Dispatch locates 911 callers using GIS data (streets & addressing)
- GPS chips in cell phones provide the caller's coordinate and the GIS puts the caller's coordinate in context
- GIS map overlays automatically provide appropriate Fire, EMS and Police recommendations for every location in the county

GIS datasets provided for the "GeoFile"

- Streets (over 15,000 records)
 - Street Block Addressing
 - Street Names & aliases
 - Cross Street information
 - Routing
- Addresses / Common Places
 - Landmarks such as parks, schools, businesses
- Fire, EMS, Police, Municipal Boundary Layers
 - Agency & Beat Boundaries
 - Name & Response Codes
- E911 map grid

Other Services Provided by the Land Information Office for Public Safety:

- GIS terminal in Communication Center
- ATM (Advanced Tactical Mapping) data
- "Pin" mapping
- Response Time / Drive Time analysis
- Statistical Analysis (example: Number of calls in a given area, call density, response support for large incidents like a natural disaster)

Attachment 4:

Email from Captain Tom Hermesen on the use of GIS in the Sheriffs Department

Jeff,

Yes, the officers do have Maps 4 Cops in all of the squads and I have BrownDog on my computer. We all use it for checking out various locations throughout the County. In the officers case, they use it to find a specific location so they can respond to a call or they may use it to find out the quickest route from point A to point B. It is much more efficient than pulling out a large county map. I also use it to verify locations. I use the orthophotos to look at intersections when studying accident reports. Ideally, we would like to put a GPS in each of the cars which would aid the officers when responding to calls. Currently, several officers bring their personal GPS units to work. There is nothing worse for a new officer than receiving an emergency call to a rural area of the County that you are not familiar with, and knowing you have just minutes to get there as the first responder, to save someone's life.

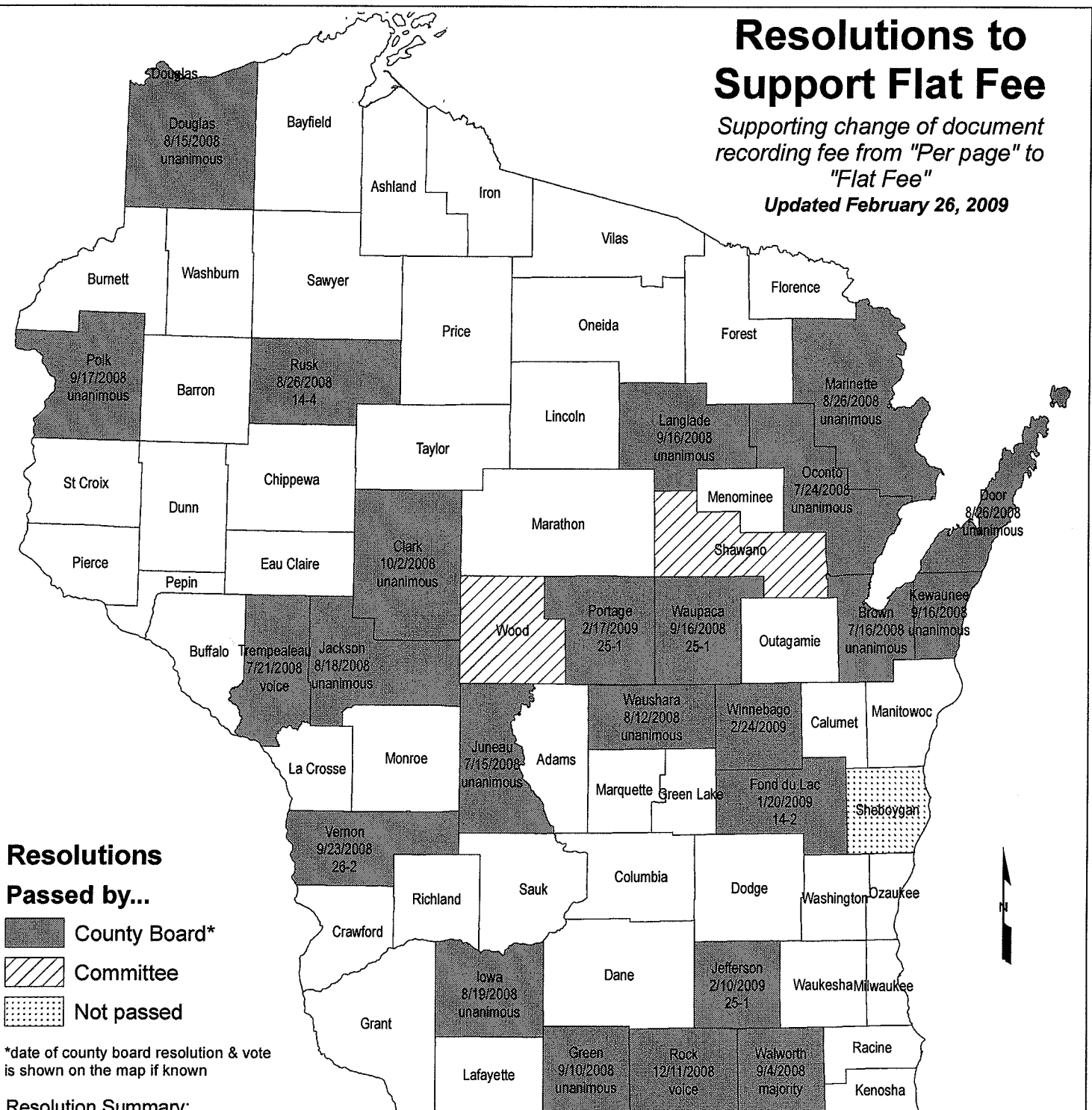
- Captain Tom Hermesen

Director, Support Services Division
Brown County Sheriff's Department
Hermesen_TG@co.brown.wi.us
(920) 448-4217

Resolutions to Support Flat Fee

Supporting change of document recording fee from "Per page" to "Flat Fee"

Updated February 26, 2009



\$25 Flat Fee proposal

Talking Points

Updated 2/17/2009

- **The existing “per page” fee is complex and leads to delays in recording.**
 - Page miscounts cost extra in postage for both parties as documents must be mailed back & forth
 - Flat fee computation is simple, not error-prone
 - **Because of these points, the Wisconsin Land Title Association and customers have repeatedly requested this flat fee**
- **Fiscal impact on the public is reasonable.**
 - Some will save money when recording (such as people filing mortgages more than 8 pages)
 - The flat fee ensures full revenues for single-page “master mortgage” recordings.
- **User Fee**
 - Only those that use service pay fee.
 - Generates additional revenue which helps lower county tax levy.
- **Wisconsin has not raised this fee since 1990**, with the exception of the \$1 per document “Public Access” fee that the Realtors Association lobbied for in 2001.
 - **The flat fee proposal includes provisions for additional Internet Public Access projects** to further benefit the public, realtors, and many others who need land records and maps
- **\$25 flat fee is on par with neighboring states.**
 - **To record an average 4-page document** *(noting that some states charge on a per-page basis):*
 - Michigan: \$23 plus \$3 each additional page
 - Illinois: \$36 plus \$1 each additional page
 - Iowa: \$22 plus \$5 per add'l page plus \$5 for deeds
 - Minnesota: \$46

Attachment A – Current and Proposed Recording Fee Breakdown

Attachment B – County-by-County Fiscal Impact Spreadsheet

**Brown County Uniform/Clothing Allowance
Options
March 9, 2009**

Option 1 (presented to Executive Committee on January 12, 2009)

- Each department head establishes a list of approved and required uniform purchases;
- Employees purchase items from the approved list and submit detailed receipts for reimbursement; items that can be worn outside of work will be income taxed;
- Non-clothing items are to be purchased through the County's normal procurement process.

Option 2 (presented to Executive Committee on February 9, 2009)

- The County Purchasing department will set up blanket orders indicating approved uniform items with vendors for each department that has a clothing allowance;
- Employees may go to any approved vendor to purchase uniform items up to the allocated amount;
- The County will be direct billed from the vendor.

Option 3 (suggested by the Executive's Management Team)

- Each employee receives a check in the amount of the uniform allowance once per year;
- The full amount of each check is income taxed;
- Employees are required to arrive at work in the appropriate attire;
- If an employee arrives at work without the required uniform, standard County discipline practices are available at the discretion of the department head;

Option 4 (status quo)

- No formal policy for administration of clothing allowances;
- In some departments, purchases are reimbursed and taxed at the direction of the department head;
- In some departments, the clothing allowance is a line item in the department budget and purchases are processed through the Accounts Payable process;
- In some departments, employees receive a check twice per year and the full amount is income taxed;
- Some departments have a blanket order established with a selected vendor and the employees may purchase uniform items from that vendor only

USE OF COUNTY VEHICLES**NUMBER:** A-xx**EFFECTIVE:** TBD**REPLACES:** None**RELATED POLICIES:** Vehicle Replacement & Additions

DEFINITION: County vehicles include any vehicle titled to Brown County; however, this policy does not cover Sheriff Department cars, Highway Department heavy equipment, or other special equipped vehicles.

POLICY: It shall be administrative policy that any use of a county-owned vehicle by a county employee shall require prior approval as follows:

- a) Approval by Department Head for general use during regular business hours for routine work-related duties requiring travel to conduct official County business. Department Head shall develop a department specific policy identifying the routine work-related duties.
- b) Approval by Department Head for non-routine or one-time use of vehicles outside of normal business hours on a non-routine basis to conduct official County business. Employees may take a county vehicle home for one night when attendance at an off-site meeting takes place after or prior to normal working hours or there is documented benefit to the County (for example, time saved due to location of off-site meeting in relation to employee's residence).
- c) Commuting in county vehicles is prohibited unless specific approval has been granted. Approval must be granted by both the Department Head and County Executive for assignment of a vehicle to an employee for commuting to and/or from his or her residence and the assigned work site. The Department Head must demonstrate that there is a compelling benefit to the County and must provide documentation justifying that benefit for approval or denial by the Executive. Prior to assigning the vehicle, written approval by the Executive must be obtained.

PROCEDURE: Rules for Eligible Drivers:

1. All drivers must hold a valid Wisconsin state driver's license.
2. Drivers must qualify for the Brown County's Drivers List. A qualified driver is required to have, and maintain, a good driving record. The record will be reviewed by Human Resources. Any changes to the driver's record shall be reported to the supervisor and Human Resources; and may result in becoming unqualified. (See vehicle use agreement.)
3. Drivers are required to follow all rules and regulations for safe driving as defined by the State of Wisconsin. Use of seatbelts by the driver and all passengers is required. Use of a cellular phone while driving is strongly discouraged.

*oversight
standing
committee
County Bd*

4. Smoking in any County vehicle is prohibited.

Rules for Vehicle Operation:

1. Every vehicle will have a mileage log to be completed for each trip. The log will include the beginning mileage (to be filled out prior to departure), ending mileage (to be filled out upon return), destination, and purpose.
2. The mileage log will begin on the first day of the month and be maintained in the vehicle until the last day of the month. The mileage log is then turned into the department head who will review the usage. The department head will be responsible for the mileage logs for subsequent review and/or audit of the vehicle usage.
3. The driver will ensure the vehicle is properly maintained and will report any maintenance requirements.
4. Drivers must turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
5. Unauthorized passengers, including family members, are not permitted in the vehicle.
6. Any accident that should occur shall be reported to the department head and the Risk Manager.
7. Drivers who incur parking or other fines while driving a County vehicle will be personally responsible for payment.
8. Departments may have internal requirements that are more specific than the County policy. Drivers from those departments are required to comply with the given department requirements.